



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Specifications and Advertisement for Bids for Photocopier for Public Works Department

MEETING DATE: September 20, 1995

PREPARED BY: Public Works Director

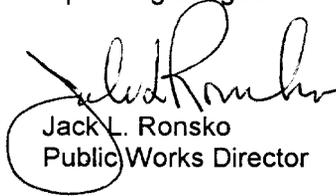
RECOMMENDED ACTION: That the City Council approve the specifications for a photocopier for the Public Works Department and authorize advertising for bids.

BACKGROUND INFORMATION: This unit is requested to replace the office photocopier used by the Public Works engineering and administrative staff. The current unit was purchased in 1987 and now requires maintenance almost weekly. Maintenance repair technicians have indicated the 7-year-old unit is very worn and will soon incur major repair costs. The down time of this copier is especially troublesome and time consuming for our staff because other photocopiers are so inconveniently located during the reconstruction of the Civic Center.

The Public Works Department's photocopier is used daily by clerical and engineering staff and prints approximately 75,000 copies annually. The number of copies made annually will undoubtedly increase with a new copier, thereby reducing the number made on the Carnegie Forum basement copier.

FUNDING:	Originally Budgeted:	1995/97
	Budgeted Fund:	General Fund
	Current Appropriation:	\$8,500
	Total Project Estimate:	\$8,500
	Planned Bid Opening Date:	October 11, 1995

Funds for this copier were approved in the 1995/96 operating budget.


 Jack L. Ronsko
 Public Works Director

JLR/SB/lm

Prepared by Sharon Blaufus, Administrative Assistant

cc: Purchasing Officer
Accounting Manager

APPROVED: _____


 THOMAS A. PETERSON
 City Manager



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1995-97 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works Administration
REQUEST TITLE: Office Copier

REQUEST SUMMARY

Replace the 7-year-old Sharp 8600 copier presently used by the Public Works and Community Development departments. The copy quality is no longer satisfactory and maintenance has become a problem because of the number of copies this machine has made.

PRIMARY OBJECTIVE

To provide good quality copies and decrease staff time needed to maintain this machine or to go to another location because the copier does not work.

SUMMARY OF FACTORS DRIVING THE REQUEST

This copier was purchased in 1987 and makes over 100,000 copies per year. This year, the number of copies is significantly less because of the maintenance problems that have developed.

With the remodeling of City Hall, the engineering staff who now use the large copier upstairs will be using this machine. Even though Community Development Department will no longer use the copier, the traffic engineering, development services, design and construction sections of Public Works will.

ALTERNATIVES

Postpone replacement until next year. This is really the only alternative and would greatly reduce the efficiency of this Department, especially since staff is relocating to the trailers. The breakdowns experienced with this older copier cause much staff time to be wasted fixing the copier or going to another copier.

COST SUMMARY

	1995-96	1996-97
Additional Costs:		
Staffing	\$ 0	\$ 0
Supplies, Materials, Services	0	0
Minor Equipment	<u>8,500</u>	<u>0</u>
Total	\$8,500	\$ 0
Savings	none	none
Net Cost	\$8,500	\$ 0

IMPLEMENTATION

With approval of the budget and this request, our Department will coordinate the acquisition of this copier with the purchasing Agent.